

Introduction

This quick reference can be used as an introduction to the Texas Death Certificate project, or as a reminder of how to do the basics.

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Guiding Principle

Type what you see. Any exception to this principle is specified in the field help.

Information to Index

- Death County
- Race
- Informant's Name Prefix
- Informant's Given Names
- Informant's Surname
- Burial Month
- Burial Day
- Burial Year
- Burial City, Town, or County
- Burial State
- Cemetery
- Funeral Home
- Funeral Director's Given Name
- Funeral Director's Surname

What to Remember about This Project

Capitalization

Type the data as it was entered on the document.

Exception: If the previously entered county is entered correctly, but the capitalization doesn't match the document, do not change it.

Punctuation

Do not include periods after initials or names.

Note: This is an exception to the type what you see principle.

Death County

Check the previously entered county name against the county name on the certificate. Correct the name if it had previously been entered incorrectly.

Fields That Have No Data on the Certificate

When there is no data on the certificate for a field, leave the corresponding field blank. Press **Tab** to move to the next field.

Important: A work package will remain assigned to you for 1 week. At the end of a week, it will be unassigned from you to make it available for others to work on. The data you have entered will be saved.

Additional Resources

- FSTS Tool Instructions
- FSTS Tool Instructions Quick Reference
- Texas Death Certificate Field Helps
- Texas Death Certificate Project Instructions

Contacts

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